POLICE/SHERIFF'S DEPARTMENT	RULES AND REGULATIONS
SUBJECT: Inspections	NUMBER: 1-4
EFFECTIVE DATE: July 1, 1999	REVIEW DATE:
AMENDS/SUPERSEDES: RR 1-4 January 1988	APPROVED: Chief of Police/Sheriff
CALEA STANDARDS: 53.1, 53.2	VLEPSC STANDARDS: ADM.19.01

NOTE

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

INDEX WORDS

Inspections

I. POLICY

The chief of police/sheriff is responsible for establishing and maintaining regular inspections to maintain high standards of performance. Although the ultimate responsibility of inspection and control rests with the chief/sheriff, inspections must be carried out continuously at all levels of command and supervision.

The goal of inspection is operational efficiency and effectiveness in achieving community-oriented policing goals. While an inspection may reveal infractions of departmental orders, inspection is not solely a disciplinary process: it is a fair, impartial, and honest appraisal of efforts. The inspector must have a positive, constructive attitude and make every effort to instill respect for, and understanding of, the inspection process.

II. PURPOSE

To establish policy and procedures for continuous inspection of the department's personnel, resources, and operational effectiveness.

III. PROCEDURES

A. <u>Inspection objectives</u>

The objectives of inspections include the following:

- 1. To learn whether a task is being performed as outlined in department orders.
- 2. To examine critical incidents to determine if the department's oral or written administrative guidance adequately guides officers in performing their duties safely, legally, and to a professional standard.
- 3. To learn whether departmental goals and objectives have been achieved.
- 4. To discover whether department resources are being used to the best advantage.
- 5. To identify and document needs, deficiencies, omissions, or problems.
- 6. To provide a means for recognizing, reporting, and rewarding exemplary performance and to institute disciplinary procedures for those who disobey or fail to comply with departmental orders.
- 7. To gauge the department's success in achieving community-oriented policing goals. These goals include the fostering of partnerships with citizens, law-enforcement agencies, and governmental offices, enhancing community life through problem solving that reduces the incidence and fear of crime, and accountability for public-safety strategies.

B. <u>Inspection responsibilities</u>

- 1. Inspection shall be an ongoing process conducted by those in direct command, i.e., those who have the authority to act or require immediate action of subordinates. Ongoing inspection is a duty of all supervisors and the chief of police/sheriff unless otherwise directed.
- 2. Inspection responsibilities shall include personal inspection of employees and the types and condition of their issued equipment, how employees perform their duties, and the results of their efforts. Employees shall respond immediately to correct deficiencies identified during inspections. Inspections shall also recognize exemplary performance.
- 3. Formal inspections of line and staff functions shall be made at intervals not to exceed six months. Inspections may be announced or unannounced. Line inspections shall be conducted according to a list of observations to be made. Staff inspections, by contrast, evaluate not specific employees but rather the entire organization.

- 4. The chief/sheriff shall record the dates and results of each inspection. When appropriate, as a result of an investigation, a supervisor or the chief of police/sheriff shall prepare a record of counseling or commendation.
- 5. Supervisors shall daily inspect officers and equipment. When discrepancies or deficiencies are discovered, the supervisor shall notify the employee, establish a reasonable time period for correcting the problem, and ensure that the correction is made.